



Metropolitan Nashville Planning Department

Metro Office Building
Second Avenue South, 2nd Floor
Nashville, TN 37210
P.O. Box 196300
Nashville, TN 37219-630

Voice: 615.862.7190
Fax: 615.862.7130
planningstaff@nashville.gov
www.nashville.gov/mpc

Downtown Code Application Cover

Please complete this cover sheet for each submittal package within DTC zoning. Applications are processed by the Planning Front Counter; three paper copies and one digital copy are required. To submit materials, please contact the Planning Front Counter to arrange transmittal of all documents and processing of any fees.

Basic Information

Project Name: _____ Date Submitted: _____

Residential Units	Hotel Keys	Office (gross SF)	Retail/Restaurant (gross SF)	Vehicular Parking

Map(s)	Parcel(s)	Land Area (in acres)
Brief Description:		

Applicant Information

APPLICANT: ☐ Architect/Engineer/Consultant ☐ Optionee ☐ Property Owner ☐ Purchaser of property ☐ Leasee ☐ Other

Applicant's Name: _____
Company Name: _____
Address: _____
Email: _____
Phone: _____
Applicant's Signature: _____

Property Owner's Name: _____
Company Name: _____
Address: _____
Email: _____
Phone: _____
Applicant's Signature: _____

Property Ownership: Property owner(s) must sign all DTC applications. Failure to provide this information will deem your application incomplete and postpone your application's consideration.

Review Type

- ☐ Concept Plan Review (no charge)
- ☐ Major Modification (\$6,550) ☐ Minor Modification (\$5,900) ☐ Overall Height Modification (\$20,000 or \$40,000*)
- ☐ Final Site Plan (\$2,000) ☐ DTC Building Permit Review (\$1,250) ☐ Bonus Height Certification (\$450)

*If the Overall Height Modification qualifies as Tier 1, the fee shall be \$20,000. If it qualifies as Tier 2, the fee shall be \$40,000.

COMPLETED BY PLANNING STAFF

DTC Case Number(s): _____

DTC Subdistrict: _____



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Downtown Code – Bonus Height Certification Checklist

Please complete this application for a certification request of compliance with the Bonus Height Program in Downtown Code zoning district (DTC). A letter of purpose; submittal of relevant site, architectural, and landscape plans/exhibits, and other necessary documentation are also required upon submission of this application to the Planning Commission.

Associated DTC Final Site Plan #: _____

1	Letter of Purpose
2	Supporting Materials
	Relevant site plans and floor plans, particularly those showing where bonus height will be gleaned from and applied
	Building elevations
	Landscape plans
	Any other relevant information needed to determine compliance with the provisions of the Bonus Height Program
3	Specific to LEED
	LEED precertification from USGBC or equivalent green building program
	LEED credit checklist demonstrating compliance with the stated level of LEED
4	Specific to LEED ND
	Map showing relevant LEED ND district and project location
5	Specific to Pervious Surfaces
	Map showing pervious surfaces with specific surface materials and techniques including data tables
6	Specific to Historic Building Preservation
	Existing site plan for historic building, clearly detailing the building's footprint in square feet
	Completed draft of the historic preservation restrictive covenant (contact staff for Metro Legal template)
7	Specific to Open Space
	Site and landscape plans detailing locations and square footages using DTC Open Space standards
8	Specific to Inclusionary Housing
	Contact staff for further details
9	Specific to Civil Support Space
	Floor plans demonstrating location and area of the civil support space
10	Specific to Upper-Level Garage Liner & Underground Parking
	Floor plans demonstrating locations and dimensioned liner and underground parking square footages.
11	Specific to Public Parking
	Floor plans demonstrating locations of parking spaces with data tables on proposed square footages
	Completed draft of the public parking restrictive covenant (contact staff for Metro Legal template)
12	Specific to Transfers of Earned Bonus Height
	Copy of agreement between owner(s) of sending and receiving sites detailing the amount of bonus height square footage to be transferred, meeting DTC requirements.
	Memorandum or other details from previous certified bonus height
	Locations of sending and receiving sites
	Completed draft of the height transfer restrictive covenant for both sending and receiving sites (contact staff for Metro Legal template)